



EASTSIDE MEMORIAL
EARLY COLLEGE HIGH SCHOOL
AUSTIN Independent School District

IHS

INTERNATIONAL
HIGH SCHOOL
AUSTIN Independent School District

STUDENT & PARENT HANDBOOK

2017 - 2018



Eastside Memorial Early College High School

Welcome to Eastside Memorial Early College High School. We are excited about the possibilities this year holds for our Panther family. The Eastside Memorial Early College High School staff and faculty encourage students to make the most of their opportunities here through establishing positive relationships with other students, staff and faculty.

Students and parents/guardians should take a moment to read over and review the Eastside Memorial Early College High School Student Handbook to be well informed about what we offer.

MISSION STATEMENT:

Through collective efforts of the parents, faculty & staff and the East Austin community, EMECHS at the Johnston campus will provide students with educational experiences founded in quality instruction utilizing STEM and Project-Based Learning to prepare students for the 21st Century workplace.

VISION STATEMENT:

EMECHS students will graduate prepared for college and/or career success, inspired with a passion for life-long learning.

SONG:

Eastside High our alma mater
To thy praise we sing
Joining hearts and minds forever
Etched in memory
Filled with pride at Eastside
Standing tall
Undeclared side by side
Moving on and ever upward
We are Eastside High!

COLORS: Grey and Black

MASCOT: Panthers



International High School

IHS is a *culturally responsive campus* composed of students from all over the world. This provides an environment rich in diversity. The goal of IHS is to provide a smaller learning community in which students attain a high level of proficiency in academic English, success in core content area courses and meet the standards and requirements for graduation.

MISSION STATEMENT:

The students of the International High School will develop the linguistic, cognitive, cultural and collaborative skills necessary for success in high school, higher education, and the interdependent world.

CAMPUS VISION:

The International High School will provide a safe environment that supports and challenges all students to achieve to their academic potential by seamlessly integrating language learning, academics, cultural activities and social services.

CAMPUS BELIEFS:

- Students who are English language learners need to acquire the ability to understand, speak, read and write English with near-native fluency to realize their full potential in an English-speaking society.
- A student's native language is an asset for the student, our school and community.
- Language skills are most effectively learned in context and embedded in a content area.
- High expectations coupled with effective support systems are emphasized.
- The carefully planned use of multiple learning contexts in addition to the classroom facilitates language acquisition and content area mastery. (Examples; field trips, after school enrichment, Saturday school, and extracurricular activities).
- Career education is a significant motivational factor for adolescent learners.
- Teachers actively participate in the school's decision-making process, including instructional program design, curriculum development and materials selection.

Important People & Phone Numbers

Eastside Memorial High School	Office	Email Address	Phone
Interim Principal Miguel Garcia III	Front Office	miguel.garcia@austinisd.org	512-414-5810
Academic Director Yvette Alvarado	500 Wing	yvette.alvarado@austinisd.org	512-414-2305
Asst. Principal Joshua Jeon	100 Wing	joshua.jeon@austinisd.org	512-414-6172
Asst. Principal Jessica Carter	Freshman Academy	jessica.carter@austinisd.org	512-414-6175
Secretary to the Principal Vanessa Reyes	Front Office	vanessa.reyes@austinisd.org	512-414-5828

International High School	Office	Email Address	Phone
Director, Leticia Vega	G121	leticia.vega@austinisd.org	512-414-6817
Assistant Principal Erick Posadas	G206	erick.posadas@austinisd.org	512-414-5825
Project Specialist Denise Norris	G206	denise.norris@austinisd.org	512-414-5821
Administrative Assistant Audra Torres	G122	audra.torres@austinisd.org	512-414-6601

Attendance

The attendance office, located in the main hallway, maintains and updates attendance records for students. Throughout the school day, permits to enter and leave school are issued. Please be sure to bring your note to leave school to the office before school starts so the attendance clerk can issue you a permit to leave school. Please feel free to call if you have any attendance questions or concerns.

	Eastside Memorial	International
Attendance Specialist	Liz Aguilar	Erendia Remigio
Phone Number	512-414-5829	512-414-6817
Fax Number	512-841-5628	512-841-5621
Email Address	liz.aguilar@austinisd.org	erendira.remigioramos@austinisd.org

Counseling Services

Students are welcomed and strongly encouraged to seek advice from the counseling staff for advice pertaining to planning the future, information on course selections, college admission requirements, scholarships, resolving peer problems, and other personal matters. Students are assigned a counselor based on their cohort year (grade level).

Students are expected to make counseling appointments before school, at lunchtime, or after school. The counselor will send for the student. Teachers are asked not to send students to the counselor during class time, except in an emergency.

	Counselor	Email Address	Phone
EMHS Counselor (12th ^h)	Sandra Alcorta	sandra.alcorta@austinisd.org	512-414-6602
EMHS Counselor (11 ^h)	Elizabeth Chang-Yen	elizabeth.chang-yen@austinisd.org	512-414-5818
EMHS Counselor (10th)	Trisha Cabrera	trisha.cabrera@austinisd.org	512-414-6605
EMHS Counselor (9th)	Jeffrey Healey	jeff.healey@austinisd.org	512-414-0792
EMHS Early College Coordinator	Yesica Diaz (201)	yesica.diaz@austinisd.org	512-841-5883
IHS Counselor	Walter Lovings (G206)	walter.loving@austinisd.org	512-414-0843

Communities in Schools & XY Zone
Sarah Shaney

Licensed Mental Health Counselor
Israel Espinoza

Graduation Coach

The graduation coach works with the principal and other campus staff identifying effective strategies for assisting parents/guardians/families in helping their student is successful in the school.

Project Specialist	Harry Brooks	harry.brooks@austinisd.org	512-414-5840
--------------------	--------------	----------------------------	--------------

Library

The library is available to students, teachers, staff, and parents during hours of operation. We strive to provide an inviting place for reading and study, to assist students with research and homework, and to help students find great books to read for learning and pleasure. Passes are required during all class periods and during lunch. There are also computers available for academic usage.

Librarian	Jill Brady	jill.brady@austinisd.org	512-414-5846
-----------	------------	--------------------------	--------------

Nurse

The nurse, located in room 102, is available during school hours to assist students with dispensing medication, providing first aid, and coordinating assistance in medical emergencies. Students who become sick during the school day and need to go home must check out through her office.

Nurse	Cheryl Kahler	cheryl.kahler@austinisd.org	512-414-5808
-------	---------------	-----------------------------	--------------

Parent Support Specialist

The parent support specialist works with the Graduation Coach and Counseling staff to provide relevant training to strengthen family ties.

Parent Support Specialist	Josie Villarreal	josie.villarreal@austinisd.org	512-414-5823
---------------------------	------------------	--------------------------------	--------------

Data Processor

The PEIMS clerk, located in the main office room 6 works in partnership with the dropout prevention program at Eastside Memorial High School. State law requires that we have accurate student address information. If you move, please be sure to update your information and provide us with documentation of your new address.

Data Processor	Debbie Stubblefield	debbie.stubblefield@austinisd.org	512-414-5857
----------------	---------------------	-----------------------------------	--------------

Registrar

The registrar, located in the main office room 7, maintains each student's academic registration record, which includes course history, credits, and grades, and handles all withdrawal paperwork. The registrar also assists students by preparing transcripts for other secondary schools, colleges and universities, and prospective employers.

	Eastside Memorial	International
Registrar	Carlos Gonzales	Betsy Rodriguez
Phone Number	512-414-5822	512-414-5805
Fax Number	512-841-6619	512-841-5621
Email Address	carlos.gonzalez@austinisd.org	betsy.rodriguez@austinisd.org

School Resource Officers: Eastside Memorial hosts two officers of the Austin ISD Police Department, specially trained and experienced in working within the school environment.

Officer Pablo Reynaga

Phone: 512-414-5814 or 512-414-5820

Parent / Guardian Involvement

Both experience and research indicate that a strong partnership between home and school helps lead to success in a child's education. EMECHS/IHS always welcomes parents on campus and encourages parents to have open communication with school personnel, and to develop a strong partnership with their child's teachers, counselors, and administrators. Each time a parent/guardian enters campus for any reason, the parent must come directly to the Main Office and sign the Visitor Log at the receptionist's desk, present a valid ID, and obtain a Visitor's Pass.

Ways to Get Involved

- Encourage your child to put a high priority on education, and work with your child every day to make the most of the educational opportunities the school provides.
- Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Attend scheduled conferences and request additional conferences as needed.
- We encourage you to schedule a telephone or in-person conference with teachers, counselors, or assistant principals, as needed.
- Join campus organizations such as the Campus Advisory Council (CAC), booster clubs, or PTSA.

Campus Advisory Council (CAC)

The Campus Advisory Council, or CAC, is a group of teachers, parents, staff, community leaders, and the principal who meet on the first Monday of each month to discuss the school's Campus Improvement Plan (CIP) and to make recommendations to the principal that improve the educational opportunities at Eastside.

The CAC is mandated by state law, and it acts as an advisory board to the principal on issues such as the Campus Improvement Plan (CIP), budget, curriculum, staff development, staffing patterns, and school organization. If you are interested in serving on the CAC, please contact the Parent Support Specialist, Josie Villarreal or the Principal's Office. CAC application form is available in the office. All meetings are open to the public, and brief comments may be presented by guests at the beginning of each meeting.

Booster Clubs

Many of the extracurricular clubs, teams, and organizations at Eastside offer opportunities for parents/guardians to participate with and contribute to the group. Please contact the coach, teacher, or club sponsor for the group for information. For assistance, please call the main office at 512-414-5810.

Parent Teacher Student Association (PTSA)

All parents, teachers, students and staff members in the EMHS community are encouraged to join and participate. The purpose of the PTSA is to promote the welfare of children; to build the relationship between home and school; help with fundraising to provide building improvements, curriculum-based programs, and social events; and to demonstrate to your child the importance of education. PTSA provides membership information at the beginning of each school year, and one may join at any time. For more information, please call the main office at 512-414-5810.

Parent Connection

Parents/guardians can access their child's course schedule, course history, and attendance directly from the Internet through the Parent Cloud, an application developed by AISD's Management Information Systems department to allow you secure access to your child's information.

For more information visit <http://www.austinisd.org/technology/announcements/aisd-parent-cloud>

Academic Information

Grade Placement & Credits

The number of credits a student has the first day of classes will determine the student's grade placement for a complete year. Grade classification will not change during a school year.

9th Grade/Freshman	0-4 Credits	11th Grade/Junior	10-14 Credits
10th Grade/Sophomore	5-9 Credits	12th Grade/Senior	15+ Credits

No Pass/No Play

To be eligible to participate during the first six-weeks of the fall semester, a student must have earned enough state credits the previous year to move on to the next grade level or have earned five credits in the last twelve months.

If a student fails one or more courses at the end of the first or subsequent six-weeks, he/she may gain eligibility after a three-week period if progress reports evaluated by the principal and teacher indicate a passing grade. Loss of eligibility still takes place only at the six-week grade reporting time. The three-week cycle of regaining eligibility starts at the second six-week progress report time (nine weeks).

Grade Reporting

Students earn a grade in each course during each six-week grading period. To pass a class, a student must get at least an AVERAGE GRADE OF 70. Report cards are a record of the student's work for a six-week grading period. Report cards with each student's course grades and absence are mailed to parents / guardians once every six weeks. Progress reports are issued 3 weeks into each grading period.

Honor Roll Eligibility

If a student receives a 69 or below, an "I" (Incomplete), or "NC" (No Credit due to excessive absences) for a six weeks grading period, the student is not eligible for the honor roll that six weeks. If a student, meeting the credit criteria, receives an "NC" for a six weeks grading period, the student is eligible for extracurricular activities.

The following are grade point averages needed in order to qualify for honor roll status:

GPA	Point Equivalent	Honor Roll
3.5 & Above	95-100	1st Honor Roll (A Honor Roll)
3.49 - 2.9	94-89	2nd Honor Roll (A/B Honor Roll)

GPA, Class Rank and Award

See the *AISD Student Information Packet* for complete information on how GPA, class rank, and eligibility for academic awards are calculated.

Pre-Advanced Placement (Pre-AP) & Advanced Placement (AP)

The Pre-AP/AP course of study is a concerted effort to support educational excellence for all students. The intention of the program is to teach and reinforce crucial academic skills. Students must demonstrate mastery on relevant state exams (STAAR, EOC, etc.) in order to be placed in an AP-level course.

According to the College Board, successful Pre-AP/AP courses include:

- On-going emphasis on promoting essential academic habits of mind.
- Increased communication and alignment of curriculum.
- Strong administrative, parental and community support.

- Inclusion of academic strengths and interests of students and teachers.

The Pre-AP/AP curriculum is based on two important beliefs: (1) The belief that all students can perform at rigorous academic levels; and (2) The belief that we can prepare every student for higher intellectual engagement through early development of skills and knowledge.

In addition, students who take AP-level courses can expect regular homework.

Why take Pre-AP/AP classes?

Students who participate in the Pre-AP/AP program learn valuable skills and strengthen their foundation for future academic and career success. According to a 1986 University of Texas study, students who participated in Pre-AP/AP courses were better prepared academically and were more likely to choose challenging majors and complete college-level work.

Students participating in the Pre-AP/AP program not only improve their academic skills, but AP courses at the 11th and 12th grade offer students an opportunity to gain college credit while still in high school and/or gain advanced placement in college.

What does it take to succeed in Pre-AP/AP?

Successful Pre-AP/AP students are hardworking, self-motivated, and inquisitive learners. Pre-AP/AP students are expected to possess productive study habits and time management skills. Students taking PAP and AP classes must sign a contract during the 1st 3 weeks of the school year.

Final Examinations

Each semester is divided into three 6-week grading and reporting periods. Written and/or performance final exams are given over a four day period. Each exam is two hours in length, and reflects the stated objectives of the course. The final exam counts as 25% of the semester grade.

A grade of zero is entered for all final examinations not taken at the regularly scheduled time. In the case of late exams, the zero is subsequently replaced by the grade earned on the final exam.

Graduation Plans, Endorsements, and Commencement

Graduation Plans

Beginning with the Freshman entering high school in 2014, the State of Texas has instituted a new series of End of Course (EOC) tests under the State of Texas Assessment of Academic Readiness (STAAR). In order to graduate, a student must maintain a satisfactory score on each of five (5) different exams: English 1, English 2, Algebra 1, Biology, and US History. Those students who do not receive a satisfactory score on a given exam will have additional opportunities to re-take the exam.

Those students will also be automatically enrolled in an EOC / STAAR preparation class for that content area. For more information about STAAR/EOC and resources, including study guides and released test questions: <http://www.tea.state.tx.us/student.assessment/staar/>

Additionally, HB 5 provided students a way to add endorsements to a student’s diploma. The following endorsements are available:

Endorsements	Available Pathways (Course Sequences)
Arts & Humanities	Dance, Choir, Band, Theater, Advanced Liberal Arts
Business & Industry	Automotive Technology, Graphic Design, Audio/Visual
STEM	Engineering, Advanced Math and Science
Public Service	Health Sciences, Criminal Justice

Internship Opportunities

Students participating in select pathways may have an opportunity for paid or unpaid internships during their senior year.

Commencement

Participation in commencement exercises is a privilege and can be withheld by administration. Financial obligations related to clubs, athletics, or fundraising debts must be resolved before students will be cleared to participate in commencement.

Graduation/Commencement Expenses

In order to participate in commencement exercises, students must order and pay for caps and gowns. There may be other expenses involved in the traditions of graduation, such as the purchase of announcements, invitations, a senior ring, and senior pictures. Bear in mind that many of these expenses occur during a student's junior year or the first semester of his or her senior year.

Both students and parents should monitor carefully each student's progress toward completion of all requirements for graduation. If graduation requirements are not completed by commencement, refunds will not be given for commencement expenses.

Attendance Expectations

Compulsory Attendance Law

The state compulsory attendance law requires that student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day.

However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing. In order to obtain a high quality education, state law requires that students have a 90% attendance rate in order to receive credit in a course and to obtain a driver's license.

Absence Policy

When you are absent, you must bring a note from your parent, guardian, or a doctor with:

- Your name, student number, and grade level
- Date of and reason for absence
- Parent/Guardian work and home phone numbers
- Parent/Guardian signature

Turn in attendance notes to the Attendance Office within 48 hours of your return. Illness/injury resulting in absences of three days or longer must be verified by a signed doctor's excuse.

Late Arrival / Early Dismissal

If you arrive late to school, go to the attendance clerk and present a note from a parent/guardian or doctor in order to receive a pass to class.

If you need to leave school during the day you must have permission. Go to the attendance clerk before school and present a note from your parent/guardian in order to be dismissed early. No student will be permitted to leave without parent/guardian permission.

Tardy Policy

Academic success is directly correlated to attendance and tardiness. Administrators, counselors, campus supervisors, teachers, students and parents must work together to make sure students are present and

on time to each class. Every person in our community is obligated to help students arrive to class on time and prepared to learn. Students who are persistently late to class will be subject to disciplinary consequences determined by their administrator.

Attendance Committee

A student in any grade level from kindergarten through grade 12 may not be given credit or a final grade for a class unless the student is in attendance for at least 90 percent of the days the class is offered. A student who is in attendance for at least 75 percent but less than 90 percent of the days a class is offered may be given credit or a final grade for the class if the student completes a plan approved by the school's principal or designee that provides for the student to meet the instructional requirements of the class. The board of trustees of each school district shall appoint one or more attendance committees to hear petitions for class credit or a final grade by students who are in attendance fewer than the number of days and have not earned class credit or a final grade. Classroom teachers shall comprise a majority of the membership of the committee.

Withdrawals

Excessive attendance issues may lead to administrative withdrawal.

Make-up work / Tutorials / Grades

It is the student's responsibility to collect any assignments that are missed due to an absence (including school related absences).

Students are allowed one day per absence to complete and turn in any make-up work. Each teacher is required to have two tutorial sessions per week.

It is the student's responsibility to be aware of the time and location of their teachers' tutorial sessions. Teachers will update grades weekly. Students are responsible for knowing their current grade in all classes.

Student Late Work

If a student fails to turn in an assignment by the required due date, the student is given three additional school days to turn in the assignment for a maximum of seventy percent credit. If the student has not turned in an assignment by the end of the three days, the student will earn a grade of zero for the assignment unless documented extenuating circumstances arise.

Student Expectations / Information

Eastside Memorial Dress Standards for 2017-2018

In order to maintain a safe, respectful and positive learning environment and to model good citizenship, AISD has implemented a district wide Student Dress Code. All clothing should be appropriate to the student's age, the school setting and weather conditions.

At Eastside Memorial High School we want our students' personal appearance to reflect those high standards as well. Both students and parents share the responsibility for the students' attire because clothing often sets the pattern for behavior. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting attire. Accessories that are distracting to the educational process will be confiscated.

Clothing may not advertise, condone, depict, or promote the use of alcohol, tobacco, drugs or any other illegal activity; also prohibited is clothing with vulgar or obscene language, or with images or writings that promote disruption of the educational setting

The following items may NOT be worn on campus:

1. Improperly fit clothing; baggy pants, overly tight clothes, or clothes that expose body parts;
2. Halter tops, tank tops, bare midriffs, low cut necklines, strapless or backless tops, spaghetti straps, sheer or see-through clothing.
3. Skirts or shorts that are short enough to be distracting are not permitted. Skirts and shorts will be considered in violation if they are not finger length when arm is extended vertically alongside body, when shoulders are in a relaxed position.
4. Undergarments, pajamas, boxer shorts or other clothing not designed to be worn as an outer garment; slippers;
5. Gang associated clothing or colors as defined by administration and AISD PD.
6. Bandanas



Athletic Shorts



Backless Tops



Baggy Pants



Bare Midriffs



Halter Tops



*Hats or Caps
Inside*



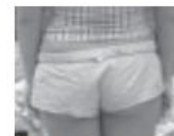
*Low-Cut
Necklines*



Pajamas



*See-Through
Clothing*



*Shorts That Are
Distracting*



*Skirts That Are
Distracting*



Spaghetti Straps



Strapless Tops



Slippers



Tank Tops



Visible Underwear

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

Public Language

The language used by students, faculty, and guests at school should be appropriate for the school setting. Inappropriate language (as determined by administration) will be followed by disciplinary action. Inappropriate language includes (but is not limited to):

- Profanity, racially or sexually-charged language
- Obscene language or gestures
- Demeaning or threatening language of any kind
- Language that insults or discriminates on the basis of race, gender, nationality, etc.

Assemblies/Sporting Events/Competitions

Students attending assemblies have the responsibility to show courtesy and respect to opponents, coaches, and officials as well as demonstrate enthusiastic support of Eastside Memorial High participants.

Expectations at Events:

1. Cheers will be positive and supportive of our teams.
2. Cheers will be for our team, not against opponents.
3. No comments directed at officials or individual participants.
4. Students will respect all private and public property.
5. Students will follow all rules and regulations outlined in this handbook and the AISD Code of Conduct.

Common Areas

Eastside Memorial's common areas are designed for students to utilize. It is the responsibility of the student body to care for and respect all school property including cleaning up their trash during lunch.

Cafeteria Expectations

CLEAN UP AFTER YOURSELF. Students are not allowed in the cafeteria except before school and during their regular lunch period. Students are responsible for cleaning up after themselves. All trash should be placed in the provided trash cans, recycling bins, or compost bins. If you are not sure where your trash goes, please ask a staff member for help.

It is not the responsibility of the custodians to clean up after students. Students will be required to clean up if they are caught leaving litter on the table.

- Students must stay in the cafeteria or courtyard the entire lunch period. Students will not be allowed inside the building unless they have a written pass from a staff member.
- Shouting and rough or inappropriate horseplay of any type will not be allowed.
- Food or drinks are NOT allowed into the buildings or classrooms.

Open/Closed Campus

Eastside Memorial High School campus will be closed for lunch for students in grades 9-11. To ensure smooth implementation of a closed campus, students will adhere to the following parameters:

- Once students arrive on campus in the morning, they may not leave campus to get breakfast.
- Students in grades 9-11 are not permitted to leave campus during lunch.
- Seniors will have the privilege of leaving campus during lunch, however, they must do so within the first 10 minutes of the lunch period. Students who return late to campus from lunch with food will not be permitted to bring food into the classroom.
- Eastside Memorial administrative staff reserves the right to revoke this off campus privilege for students who are tardy from lunch three times.
- Students must have a valid driver's license in order to drive to school and/or to drive off campus during lunch.
- Student identification cards will identify seniors and other students who are allowed to leave campus for school-to-career programs, internships, and other approved off-campus programs.
- Seniors and their parents/guardians will be required to sign a compact to assure they understand the expectations and consequences for abuse of the open campus privilege.

Electronic Devices

Board policy now allows students to have cellular phones, Bluetooth and electronic devices on campus; however, students shall not use these devices during instructional time. Any time a device is removed

from a pocket or a bag within an instructional zone, it can be considered “in use,” regardless of whether it is being used at that moment.

Electronic Device Consequences

1 st Violation	The cellular phone/blue tooth/electronic device shall be confiscated and returned to the student at the end of the school day.
2 nd Violation	Parent must pick up the phone at the school. If parent is unable to pick up the phone etc., the student may pick it up at the end of the school day and a \$15 charge will be assessed.
3 rd Violation	A parent conference with an administrator is required and a \$15 fee will be assessed or, in its place, a student may be offered a behavior contract relating to phone.
4 th Violation	Repeated violations regarding the use of cellular phones/blue tooth/electronic devices after parent notification shall result in revocation of the student's privilege of possession of the device on school property. Students who violate this policy repeatedly shall be subject to established disciplinary measures.

Extracurricular Activities, Clubs, and Organizations

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege, not a right.

Three reasons to participate in extracurricular activities:

- 1) It broadens horizons through enriching experiences in programs other than academics.
- 2) Helps build confidence and school spirit.
- 3) You'll have FUN!

Please note: Sponsors of student clubs and performing groups such as the band, choir, cheerleading, drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If there is a violation, it is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

Field Trips

Field trips are used to provide students with educational opportunities that cannot be duplicated in the classroom and the opportunity to compete in school-related activities.

A student may not attend a field trip or school-sponsored trip of any kind unless his/her parent or guardian has signed the field trip permission statement on the Emergency Care Card or has given special permission in writing for the student to attend. If private transportation is to be used, a “Permit to Travel by Private Carrier” must be completed and signed by the parent or guardian for the student attending the trip.

Students attending school-sponsored trips are subject to all established school policies, behavior expectations, and attendance procedures; students must be in good academic and attendance standing.

Insurance

Eastside Memorial & International High Schools do not carry insurance on any student. Students participating in athletics are expected to provide their own coverage. Students will be provided the opportunity to purchase insurance at the beginning of the school year. Athletes covered under their parents’ policies need not purchase additional insurance.

Lost or Stolen Personal Items

School officials will assist with reporting lost or stolen personal items, but are not responsible for recovery of such items. Students are encouraged to maintain possession of valuable personal items at all times.

Messages and Deliveries

The office staff is unable to deliver messages to students except in the case of an emergency. While reasonable efforts will be made to deliver messages, school personnel cannot guarantee their timely delivery.

Deliveries of flowers, balloons, etc. cannot be made to the classroom and they must stay in the front office until the end of the day when students may pick them up. Food deliveries by *parents* are permissible during the lunch period **ONLY**. Students may not leave class to pick up food. Food arriving after the conclusion of the lunch period will not be delivered. The front office will notify the student for pick up.

Obligations

Students who fail to return school property or fundraising materials are subject to placement on an obligation list. Being on this list can prevent students from participating in any other activities or from receiving a copy of their diploma.

Pledge of Allegiance

Senate Bill 83 requires AISD students to recite the pledge of allegiance to the U.S. and Texas flags each day, after which, students will observe a moment of silence. If parents do not want their child to participate in these activities, they must notify the principal in writing.

School Facility Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, School & District officials may from time to time conduct searches. Such searches are conducted without a warrant as permitted by law.

Student ID Cards

Student IDs will be issued during the first few weeks of school or at the time of enrollment. All students while at school and while attending school-related activities must wear IDs.

At any time a student may be asked by a faculty or staff member to show his or her ID. Seniors may be asked to show their ID each time they choose to leave campus for lunch. IDs also allow students to buy tickets for sporting events, school dances, and other school sponsored events.

The first copy of a student ID is provided by EMHS/IHS. If lost, students will be required to purchase a replacement ID for \$5.

In School Suspension (ISS)

Eastside Memorial's In School Suspension is an on-campus setting where students may be placed as a result of the disciplinary process. The goal of ISS is to foster acceptable behavior and to promote student academic success. Placement in the ISS serves as an intervention to assist students in making appropriate decisions and to reinforce acceptable school behavior. In addition to reflection on their behavioral choices, students are expected to make academic progress through thoughtful and productive use of their time in the center. Any student who violates or refuses to follow the rules in ISS will be subject to immediate suspension.

ISS Expectations/Rules

1. ISS begins promptly at 9:00. Failure to serve your suspension on the day assigned will result in further disciplinary actions. Students will be released at 4:20 pm.
2. Make sure that you have all of your belongings before entering detention – you will not be permitted to leave for any reason.
3. Use the restroom and/or get a drink before entering detention. You will be escorted to the restroom during the day (not during a passing period) in the morning and in the afternoon.

4. When students arrive, they will be assigned a seat. Students must remain in that seat for the entire time. They are not allowed to get up from the seat to dispose of trash, sharpen pencils, to go to the restroom, etc.
5. There is no talking, passing notes or communicating between students of any kind.
6. No electronic devices (cell phones, music players, tablets, etc.) of any kind may be used. All devices will be collected upon arrival.
7. You may not close your eyes, put your head down on the desk, or lay your head back. There is no sleeping or resting in detention.
8. Students who arrive without work will be instructed to complete an assignment given by the ISS Monitor. Students must put their names, the date, and their teachers' names on all work intended to be returned to teachers.
9. All school rules apply
10. If a student is placed in ISS for two or more periods, he or she will be ineligible for UIL activities that day.

Saturday School

Saturday School begins at 8 am and ends at 12 pm. All students are required to bring classwork or work on provided assignments. Students who are required to attend are also, consequently, required to work for the entire period. If a student has not come ready with work, he or she will be asked to read, write, or complete other constructive academic tasks for the duration of the session. Core content textbooks will be provided, as will independent reading material, and an assortment of writing prompts.

Students who refuse to work will be asked to leave, and, as a result, may face additional disciplinary measures in place of their Saturday school attendance. The same applies for any student who is assigned Saturday School and does not attend. A list of students who attended will be sent via email to teachers. Saturday school is also open to any student who needs extra help. Certified teachers will be present to monitor students and assist with schoolwork as needed.

Skateboards/Bicycles

Students may not use/ride skateboards/bicycles anywhere on the school campus. There is a bicycle parking area available in the front of the school. If they are used during the school day, they will be confiscated and returned at the end of the school day. Repeated violations will result in confiscation of the item(s) for the remainder of the school year.

Student Hall Passes

Each teacher will be assigned a hall pass. For any reason a teacher allows a student out of the classroom, the student must fill out the hall pass information and the teacher initials/signs it prior to the student exiting the classroom. Students must carry and keep visible the signed hall pass whenever outside the classroom. *Students are not permitted to leave the classroom the first and last 15 minutes of each period.*

Textbooks/Technology

Classroom textbooks and or technology may be issued to students. It is the student's responsibility to maintain these materials in good condition. They should be returned at the end of the academic school year or during the withdrawal process. If this does not occur the student will automatically be placed in the obligation list.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

District policy may be found at <http://www.austin.isd.tenet.edu/about/policy/district/index.phtml>

Medicine at School

Administering Medication

No employee or member of the student health services team shall give any student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements of any type, except as provided below.

Except when permitted by law or by district policy, a student shall not be permitted to possess or self-administer prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary substances of any type and shall be required, consistent with administrative regulations or the student handbook, to turn in to the campus office of the student health services team, or in their absence, to the designated administrative staff member, any of these substances.

Prescription Medication

For the safety of all students, prescription medications must be provided by the parent along with a signed Medication Authorization Request to the student health services team. All medication must be in the original, properly labeled container, including prescription unit dose containers.

Prescription medication must be administered by a member of the student health services team, or in their absence, the trained designated District administrative staff. There are three exceptions to this rule. Diabetes medication and asthma inhalers, and anaphylaxis medication may be self-administered by students under specific circumstances in accordance with legal requirements [See FFAC (Legal)].

Asthma Inhalers

Asthma inhalers may be self-administered by all students if the following are in place:

- The completed "Parent/Guardian Authorization of Medication at School" form is on file in the Health Room, with the "Self carry section" completed by parent/guardian.
- The asthma inhaler is in the original, properly labeled container (name of student, medication name, dosage and directions, name of prescribing physician who is licensed in Texas, current date).
- The physician's statement indicates that the student has the knowledge and skills to safely use and possess an asthma inhaler at school.
- The assessment by the School Nurse indicates that the student has the knowledge and skills to safely use and possess the asthma inhaler at school.

Diabetes Medication

Diabetes medication may be self-administered by certain students if the following are in place:

- The completed "Parent/Guardian Authorization of Self-Administration of Injected Insulin at School" form is on file in the Health Room.
- The medication is in the original, properly labeled container (name of student, medication name, dosage and directions, name of prescribing physician who is licensed in Texas, current date).
- The physician's statement indicates that the student has the knowledge and skills to safely use and possess diabetes medication at school.
- The assessment by the School Nurse indicates that the student has the knowledge and skills to safely use and possess the diabetes medication at school.

Anaphylaxis Medication

A student with anaphylaxis is entitled to possess and self-administer prescription anaphylaxis medicine while on school property or at school related events or activities, if the following are in place:

- The completed "Parent/Guardian Authorization of Self-Administration of Epi-Pen at School" form is on file in the Health Room.

- The medication is in the original, properly labeled container (name of student, medication name, dosage and directions, name of prescribing physician who is licensed in Texas, current date).
- The physician's statement indicates that the student has the knowledge and skills to safely use and possess anaphylaxis medication at school.
- The assessment by the School Nurse indicates that the student has the knowledge and skills to safely use and possess the Anaphylaxis medication at school.

Nonprescription Medication

The District will not maintain and administer to a student nonprescription medication, except in accordance with the guidelines in policy FFAC (Local), summarized below.

Note for High Schools: High school students may possess and self-administer nonprescription medications, in properly labeled, original containers. Students shall not share their nonprescription medications with others.

Disposition of Medication

All injectable and controlled substances must be picked up by parent/guardian. Students may bring home all other medications with written parental permission.

Dietary Supplements

Employees authorized by the principal or designee and/or contracted student health services teams may administer dietary supplements provided by the parent and only if required by the Individualized Education Program or Section 504 plan.

Psychotropic Medications

A psychotropic medication is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance [For further information see policies at FFAC].

Teachers and other District (or contracted) employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate [For further information, see policies at FFAC].

2017-2018 Panther Bell Schedules

Regular Bell Schedule			
1st/5th period	9:00 AM	10:30 AM	1:30
Advisory	10:35 AM	11:00 AM	0:25
2nd/6th period	11:05 AM	12:35 PM	1:30
Lunch	12:35 PM	1:20 PM	0:45
3rd/7th period	1:25 PM	2:55 PM	1:30
4th/8th period	3:00 PM	4:30 PM	1:30
Late Start Bell Schedule			
5th Period	10:00 AM	11:15 AM	1:15
Advisory	11:20 AM	11:45 AM	0:25
6th Period	11:50 AM	1:05 PM	1:15
EMHS Lunch	1:05 PM	1:50 PM	0:45
7th Period	1:55 PM	3:10 PM	1:15
8th Period	3:15 PM	4:30 PM	1:15
Pep Rally Bell Schedule			
1st/5th period	9:00 AM	10:20 AM	1:20
Advisory	10:25 AM	10:50 AM	0:25
2nd/6th period	10:55 AM	12:15 PM	1:20
Lunch	12:15 PM	1:00 PM	0:45
3rd/7th period	1:05 PM	2:25 PM	1:20
4th/8th period	2:30 PM	3:50 PM	1:20
Pep Rally	3:50 PM	4:30 PM	0:40

Late Start Dates

2017 - 2018

Fall Semester

Thursday, September 7, 2017

Thursday, October 5, 2017

Thursday, November 2, 2017

Thursday, November 30, 2017

Spring Semester

Thursday, February 1, 2018

Thursday, March 1, 2018

Thursday, April 5, 2018